

**MINUTES**  
**New Castle City Planning Commission**  
**Parking Study Sub-Committee Meeting**  
**November 21, 2013 – 4 p.m.**  
**City of New Castle Town Hall**

Members Present: Dr. Joanne Viola, Chair  
Lt. Adam Brams  
Heather Dunigan, WILMAPCO  
Gail Seitz  
Albert Vannucci  
Tom Whitehead

Members Absent: Andrew Hayes  
Jonathan Justice  
Susan Marinelli  
Jim Vincent

Dr Viola called the meeting to order at 4:05 p.m.

**Minutes** – A motion was made and seconded to approve the minutes of the 9/26/13 meeting. Motion approved.

A motion was made and seconded to approve the minutes of the 10/24/13 meeting. Motion approved.

**Communications** – Dr. Viola informed that Mr. Vincent has made contact with two churches (New Castle Methodist and St. Peter's) concerning use of their parking lots for events. *(Notes distributed.)* Oral communications include Market Street signage being confusing. Lt. Brams said more clear language is needed and would require City action. Mr. Vannucci will take the issue to City Council for discussion. The mirror on the pole at Dalby Alley is missing. This creates a safety issue for vehicular traffic. Dr. Viola suggested the matter be communicated to City Council. Mr. Vannucci confirmed it has been addressed and they are working on a resolution. The mirror was not installed by the City.

**OLD BUSINESS**

**National Park Service** – The NPS has no budget currently but is looking into a process for transportation planning for the National Monument. NPS personnel and their transportation planner met with members of this group on 10/30/13 to educate the NPS about the Parking Subcommittee and its mission.

**WILMAPCO (Status of discussion with DelDOT on park-and-ride)** – *(Some residents have reported non-residents driving into the City, parking, and utilizing the DelDOT buses that service the City.)* DelDOT has informed Ms. Dunigan that there are no designated park-and-ride locations close to the City of New Castle. There are a number of 'stops' within the City. If the committee wants to pursue a park-and-ride she suggested offering a location(s) for consideration. Dr. Viola cited the National Monument as rationale for considering a park-and-ride.

A resident inquired if there is a location being considered for a park-and-ride that would accommodate a large amount of people for a park-and-ride. She added there are visitors who are not interested in riding a bus from a satellite area. Dr. Viola said a park-and-ride is an option being considered. Ms. Dunigan added this idea was explored when a transportation plan was done several years ago. Dr. Viola said the committee is working with the NPS and WILMAPCO to make the best decisions for parking.

Residential Parking Permit Plan – Ms. Seitz reviewed a draft plan she developed using information pulled from multiple cities that have a permit program in place. (*Copies provided to the committee.*) There are many options available for consideration. Mr. Whitehead said the current parking spaces on Delaware Street are too small at 17 feet. He suggested using 7 feet X 20 feet parking spaces for busy streets and side streets, and prorate parking spaces that would create more parking spaces. He also suggested one permit per house regardless of lot size, not number of vehicles; if there is off-street parking then no parking permit would be issued. Residents have the right to use available parking spaces, one permit for life rather than renewing each year, and no fee for the permit. Keep the rules few and simple. Publish them and encourage the public to practice common courtesy. There would be an enforcement component that would need to be addressed.

Mr. Vannucci spoke about a metered plan that was discussed in the 1990s. That type of equipment (Pay and Display) is an option. Where this might be appropriate and cost of management need further discussion. This option would take enforcement responsibility away from the police department. According to Ms. Dunigan, the City of Newark is doing a pilot program using a credit card system and finds that parking revenues have increased. Another observation is that one-way streets allow for additional parking.

A resident asked how many formal complaints have been received about parking issues and expressed concern with costs involved with implementing a plan. Dr. Viola indicated there were a lot of complaints received via the survey.

Another resident said that streets need to be addressed individually because of the types of structures and special needs that may be located there (churches, apartments, businesses, handicap spaces).

Ms. Dunigan encouraged the committee to have a public workshop at a later date to get more input.

Public Parking – City parking was expanded at the foot of Third Street after the last Comprehensive Plan. Locations of additional residential parking were discussed.

School Bus Drop-Off at Battery Park – School buses dropping off at the wharf is a major traffic issue. The park is going to go through an improvement phase post-Superstorm Sandy. The committee will make recommendations for drop-off points that would be more appropriate for traffic and safe for children.

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Next Meeting – The next subcommittee meeting will be scheduled for January 2014. The date will be published in local publications and the City website.

There being no further business to discuss the meeting was adjourned at 5:15 p.m.

Debbie Turner  
Stenographer

*(Stenographer not present at meeting; minutes prepared from recording.)*